

**Loveland Downtown Development Authority
Meeting Minutes – February 17, 2017**

**The Regular Meeting of the Loveland Downtown Development Authority (DDA)
Board of Directors was held at 8:00 a.m. on February 17, 2017,
at the LDP-DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **Call to Order:** Chair Caldwell called the meeting to order at 8:01 a.m.

2. **Roll Call:**

Present: Caldwell, Cook, Fogle, Goacher, Rutledge (8:22), Steele

Absent: Donnelly

Staff: Wedding-Scott, Executive Director; Rosenberger, Executive Assistant

City Employees: None

Guests: Vicki Kilmer, District resident

3. **Public Comment:**

Kilmer commented she lives in a residential neighborhood within the DDA boundaries and expressed her concern about a possible tax increase. She advised she has talked with the County Clerk on how to disband the DDA and wants her residence removed from the boundaries. She commented she is speaking on behalf of her neighbors who also desire to be removed.

4. **Approval of Minutes:**

Goacher moved to approve the meeting minutes of the Regular Meeting of January 9, 2017, Fogle seconded the motion; the motion carried.

5. **Presentations/Updates:** None

6. **Façade Program & Updates:**

Wedding-Scott reported on the status of the following Façade agreements and projects:

a) Applicant Downtown Loveland, LLC - the recitals of the original recorded Façade Agreement were in error; it has been corrected through the creation of a Termination of a Façade Improvement Agreement (see attached letter to City Manager) and a new Façade Improvement Agreement; both Agreements were approved by the City Attorney and the Owner. Pending the DDA Board's approval and recommendation, both the LDP and DDA will be parties to the new Façade Improvement Agreement and signatures obtained;

b) Applicant Alliance Auto Care (Owner: Ybor Management) - the Façade Agreement is in process for signatures;

c) Verboten Brewery (Owner: Lug Nutz, LLC) – the Façade Agreement has been approved by Owners and their attorney and is in process for signatures;

d) The sidewalk project by Downtown Loveland, LLC at Jefferson/East 4th Street is pending civil work and no update has been provided;

**Loveland Downtown Development Authority
Meeting Minutes – February 17, 2017**

e) Loveland BPOE (project: Elks Lodge) – the project is complete, still waiting on documentation, and unless it is received soon, the Urban Renewal Authority may need to issue an extension.

7. Action Items:

Action Item 1. A motion to approve the new Façade Improvement Agreement by and between the Loveland Downtown Partnership (the “LDP”), Downtown Loveland LLC, a Colorado Limited Liability Company (“owner” or “applicant”), and the Loveland Downtown Development Authority (the “LDDA”) for the same address, 343 E. 4th Street, a/k/a 419 Jefferson Street, in an amount not to exceed Thirty-One Thousand, Two Hundred Fifty Dollars (\$31,250), and further requesting the Executive Director submit the Agreement to the LDP for approvals as necessary, reimbursement as required, and in accordance with the terms of the Agreement.

Steele moved to approve the Façade Improvement Agreement by and between the Loveland Downtown Partnership (the “LDP”), Downtown Loveland LLC, a Colorado Limited Liability Company (“owner” or “applicant”), and the Loveland Downtown Development Authority (the “LDDA”) for the same address, 343 E. 4th Street, a/k/a 419 Jefferson Street, in an amount not to exceed Thirty-One Thousand, Two Hundred Fifty Dollars (\$31,250), and further request the Executive Director submit the Agreement to the LDP for approvals as necessary, reimbursement as required, and in accordance with the terms of the Agreement, seconded by Cook; the motion carried.

**8. Staff & Executive Director Reports
(Developments, Election, Communications)**

o **Developments Update (In Scholl’s absence, by Wedding-Scott)**

The Foundry: Wedding-Scott provided an update on the construction timeline of The Foundry project as presented recently by Jay Hardy of Brinkman Partners, beginning with the ceremonial ground breaking on March 27 and completion of the project in mid-2018. The order of construction phases includes digging the parking lot hole (approximately four months) and building parking lot infrastructure, followed by construction of two mixed-use buildings, then hotel, and lastly theater and plaza. Wedding-Scott commented she is working with a committee for interim parking during construction to facilitate business owners, their employees and customers, and residents in the downtown area.

The Pulliam: Wedding-Scott provided an update on the Pulliam Building Renovation and commented that a committee will meet weekly to discuss its design and uses, and to implement building improvements. She advised that Scholl is working to get historic designation on the Pulliam. Further, Scholl is in communication with Redemption Church regarding the church’s front/rear entrances, its parking areas, and the opportunity to create open space with enhanced access to the Pulliam along Fourth Street.

HIP Streets Master Plan: Wedding-Scott reported on the actions being taken by the City, in conjunction with Stanley Consulting, to finalize the updated HIP Streets Master Plan and that the City is currently focusing on improvements to Third, Fourth, and Fifth Streets. In addition, Fogle advised a plan is being developed to slow speeders on Cleveland Avenue, which is a state highway, and may include reducing traffic lanes from three to two from Seventh Street to past First Street with one-sided diagonal parking.

**Loveland Downtown Development Authority
Meeting Minutes – February 17, 2017**

Downtown Services Update – Wedding-Scott gave an update on the City's approval to enter into an Enhanced Services Contract for independent companies to improve street/sidewalk/gutter cleanliness (i.e., to remove dirt and leaf pile-ups) and increase beautification (i.e., flowers, signage, and tree plantings). In addition, the City has given authority to the DDA to maintain certain benches.

Back Stage Alley – Wedding-Scott reported on the progress being made with businesses adjacent to the Back Stage Alley. They are uniting with one vendor for each of the services necessary for trash, recycle, and grease removal, laundry, and other deliveries in order to minimize traffic and impact in the Alley. The City plans to create a temporary enclosed dumpster during construction utilizing three spaces of an existing parking lot; the LDP|DDA and City are working towards plans for the placement of a permanent trash containment area.

○ **DDA Election 2017 Strategy -**

Wedding-Scott presented preliminary findings (see attached draft Survey comments) from the telephone Voter Survey created by Survey Design & Analysis, a professional consultant, to determine whether people voted for or against the DDA issues last November and why. One in five of those called (approximately 500) were willing to take the five-minute survey and responses showed voters would more than likely vote the same as in prior elections but that many respondents requested additional information about the DDA and downtown efforts. Wedding-Scott sent out over 25 individual emails to those who indicated they wanted more information and followed up with an estimated 5-8 individuals. Further, the survey indicated some voters did not want to be included in the DDA boundaries and, with the intent to not hurt residents with additional taxes, Wedding-Scott met with Loveland city officials to discuss various options.

Wedding-Scott reported on the discussions with both the DDA and City attorneys regarding Home Rule. She explained that under Home Rule, cities are provided with local autonomy and, because State statute is silent on exclusions from DDA boundaries when no debt has been attached to properties, it may be possible to exclude certain properties via city ordinance. An election could be pursued again in November and qualified voters in the updated boundaries will be asked to decide on the issue of whether the DDA can issue debt (without raising taxes).

○ **Legislation Update** – Wedding-Scott advised that there has been no update on the legislation being proposed to superimpose HB 15-1348 (Urban Renewal) on to DDAs. Gray McGinnis has contracted with several other Colorado DDAs to follow the legislation and will provide developments on this issue to the Loveland DDA.

○ **Downtown Communications Strategy** – Wedding-Scott advised that the Business Alliance meets twice monthly. Small groups are focusing on either print and social media, working with the Loveland Development Center, and rebranding Night on the Town. Perfect Square is helping with graphics and the rebranding and will be presented at the next group meeting. The Alliance has started their membership drive and membership fees will offset advertising and other costs.

**Loveland Downtown Development Authority
Meeting Minutes – February 17, 2017**

- **Strategic Goals Planning Workshop** – Wedding-Scott reported a City Council Study Session with LDP|DDA boards will be held July 11th.

Other Matters: Wedding-Scott reminded the Board of the upcoming Business Breakfast on Friday, February 24 and a Planning Commission meeting regarding the Foundry on Monday, February 27 (this meeting was postponed).

Liaison Reports: Fogle reported that City Council will discuss the findings of the Broadband Communication Committee at its next public meeting on Tuesday, February 28.

9. **Agenda Items for Upcoming Meetings:** None

10. **Adjourn:**

Caldwell moved to adjourn the meeting, Fogle seconded the motion; the motion carried.

The meeting adjourned at 9:39 a.m.

Sharon Rae Cook, Secretary/Treasurer

Date